

INITIAL STATEMENT OF REASONS
BUSINESS PARTNER AUTOMATION (BPA) PROGRAM

TITLE 13, ARTICLE 3.6.

Sections 225.45, 225.51, and 225.54,

Vehicle Code section 1685 authorizes the department to establish business partner relationships between private sector businesses and the department for the purpose of completing vehicle registration and titling transactions. Legislation enacted in 2003 (SB1055, Ch. 719, Stats 2003) requires the department to charge a three-dollar (\$3) transaction fee for information and services provided by the department in support of the program.

The proposed regulatory action amends a form with respect to the newly established transaction fee and makes other minor changes in the regulations. The department proposes to amend Sections 225.45, 225.51, and 225.54 to modify a form signed by the affected public that informs them of fees in addition to the registration and titling fees charged by the department, and correct two (2) minor errors in the operational documents.

§225.45. Customer Fees.

Section 225.45(a) will identify the new revision date of the Business Partner Automation Disclaimer form, REG 4020 (REV. 1/2004) which is incorporated by reference in subdivision (a). The form has been modified to add a sentence stating that the service fee charged by the BPA participant includes a three dollar (\$3) transaction fee charged by the department. This sentence is located above the buyer/registered owner's name in the third paragraph on the form. This sentence informs the affected public of the statutory change. This addition is the only change on the form.

§225.51. Information Security Requirements.

Section 225.51(a) will identify the new revision date of the IT Security Guidelines for Use in BPA Program (January 2004) which is incorporated by reference in subdivision (a). An audit revealed that the workstation identification number is not part of the identification documentation retained with each transaction record. This required a deletion of 13(a)(iii) on page 7 of the IT Security Guidelines for Use in BPA Program (October 2003). This is the only change in the document.

§225.54. Transaction Procedures and Inventory Requirements.

Section 225.54 will identify the new revision date of the BPA Transaction Procedures and Inventory Requirements Handbook (January 2004), which is incorporated by reference in Section 225.54. A correction was made on page 8 of the December 6, 2002, handbook in Section C (Inventory Ordering) to a form identification number listed in the inventory portion of the document that is required when ordering stock from the department. No other change was made to the content of the document. The document was reformatted from twelve (12) to eleven (11) pages.